

# BSB30115 CERTIFICATE III IN BUSINESS

CRICOS 091728F

## COURSE OVERVIEW

Develop the contemporary knowledge and skills required to be effective and productive in the modern workplace. Take the next step in your business career with a course designed to provide training for business and office-related roles.

Learn the practical skills necessary for satisfying employment in the business sector and bring yourself up-to-date with knowledge and technology required to enter the workforce. At the completion of this course, you will be qualified to gain employment in a range of business work environments.

This Certificate III in Business is a nationally accredited qualification which helps you develop the broad skills, tools and techniques required for entry to mid-level roles in a business, office and/or administrative environment. This qualification is relevant across all industry sectors and business functions, and is suited to those working in retail, manufacturing, resources, business services, community services, sales, and the public sector.

## JOB PROSPECTS

Office Administrator, Customer Service Advisor, Data Entry Operator, Clerk, Payroll Officer

## ENTRY REQUIREMENTS

- Students must be at least 18 years old.
- Completion of Year 10 or equivalent.
- Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies.
- English language requirements: IELTS 4.5 (with no individual band less than 4.5) or equivalent, or Site Institute pre-admission test level 3.

## INTAKES

**MULTIPLE  
INTAKES**

## DURATION

**28 WEEKS**

## PATHWAYS

Certificate III in Business provides a foundation for higher level business-related qualifications including the Certificate IV in Business and Diploma of Business.

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for each Unit of Competency based on relevant workplace experience, formal training or other expertise.

Recognition will involve mapping and submission of evidence in a portfolio form to be assessed by Site Institute assessors.

## UNITS

**BSBWOR301** Organise personal work priorities and development

**BSBWHS302** Apply knowledge of WHS legislation in the workplace

**BSBCUS301** Deliver and monitor a service to customers

**BSBDIV301** Work effectively with diversity

**BSBFLM312** Contribute to team effectiveness

**BSBINN301** Promote innovation in a team environment

**BSBITU302** Create electronic presentations

**BSBITU304** Produce spreadsheets

**BSBWRT301** Write simple documents

**BSBITU303** Design and produce text documents

**BSBITU306** Design and produce business documents

**BSBITU309** Produce desktop published documents

\*Information current at time of printing. Units may be subject to change.

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